



## **PUBLIC WORKS BULLETIN A4 RIGHT-OF-WAY PERMIT APPLICATION**

**CITY OF TUKWILA  
Public Works Department  
206-433-0179**

On Oct. 16, 2002, the City implemented a new Public Works permit system and a new right-of-way use ordinance, Title 11. This Bulletin summarizes Public Works' application requirements for permitting activities in the right-of-way. Refer to Title 11 for more complete information. **The Permit application must be submitted at least 30 days before the activity begins.** In some cases Public Works will expedite the permit process, but additional fees may be charged to cover additional costs. (TMC 11.08.030)

### **Permit application contents (Application TMC 11.08.030):**

- Completed Permit Application
- Plan showing all proposed work:
  - Property lines, pavement edges, excavation dimensions
  - Facilities being installed, maintained, repaired
  - Other such details
- Copy of the contractor estimate or engineer estimate for the activity being permitted. Public Works will review and may adjust. Any adjustment will be made when the permit is issued.
- Copy of franchise agreement, easement, encroachment permit, license or other legal authorization
- City of Tukwila business license (TMC 11.08.030)
- Liability insurance (TMC 11.08.100)
- Automobile insurance (TMC 11.08.100)
- Performance Financial Guarantee (150%) (TMC 11.08.110)
- Maintenance Financial Guarantee (TMC 11.08.110) (Public utilities exempted)
- Hold Harmless Agreement (TMC 11.08.120)
- Traffic control plan
- Application fee

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**Insurance 11.08.100**

- Comprehensive general liability insurance with limits not less than \$2,000,000.
- Business automobile liability insurance with limits not less than \$1,000,000.
- Contractor's pollution liability insurance, on an occurrence form, with limits not less than \$1,000,000 each occurrence and deductible not more than \$25,000.
- If the Public Works Director determines the nature of any work is such that it may create a hazard to human life, endanger adjoining property, street, street improvement, or any other public property, the Director may require the applicant to file a certificate of insurance. The Director, based on the nature of the risks involved, shall determine the amount of insurance.

**Bonds 11.08.110** (Public utilities exempted)

- A corporate surety bond, cash deposit or letter of credit for 150% of the value of the right-of-way work to be done, in order to guarantee faithful performance of the permitted work.
- Maintenance Bond to guarantee workmanship and materials for two years following completion of work.
- The Director may require bond for 10% of the project costs for erosion prevention and sediment control on projects which clear more than 6000 square feet or contain or abut sensitive areas such as Class 2 or steeper slopes, wetlands, or critical drainage.

*This Bulletin should not be used as a substitute for codes and regulations. Your project will be reviewed for specific compliance to codes and regulations.*